

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

## **Frequently Asked Questions (FAQs)**

## **Fall 2008 Submission**

Questions?  
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**Please note the following:**

Changes that have been made to the REP FAQs since the previous submission are noted in Arial font, with a dashed underline.

**New Questions for Fall 2008 (\*new questions added 10/28/08)**

**\*Update for the reporting of Special Education Teachers:**

All special education teachers are to be reported based upon the subject area taught. The following guidelines have been provided by the Special Education Office, Michigan Department of Education:

**Birth to age 5 special education:** Report "60200", "60300", "60400" for early childhood classrooms dependent upon the teacher and assignment.

"60200" Early Childhood Classroom Teacher - Bachelor's Degree in Child Development without an Early Childhood Endorsement.

"60300" Early Childhood Classroom Teacher - Valid Michigan Teacher Certificate with an Early Childhood Endorsement.

"60400" Early Childhood Classroom Teacher - Valid Michigan Teacher Certificate with a Child Development Associate (CDA) Credential

**Elementary/Middle School:** Report 000ZG (Elementary Education) for K-8 self-contained classrooms or subject-specific assignment codes such as 000BA English or 000EX Mathematics when specific subject areas are taught. This would typically be in a middle school setting grades 6-8.

**High school to age 26:** Report the specific subject area assignments when appropriate such as 000BA or 000EX; report 00197 for classrooms where all students in that class period are assessed by alternate achievement standards or report 00196 non-core academic classes such as transition skills. Refer to the Fall 2008 REP Data Field Descriptions for the complete description of codes 00196 and 00197.

**Highly Qualified Status:** Report highly qualified status for any teacher assigned to a core academic subject area such as elementary education, English or Mathematics. Refer to the Fall 2008 REP Data Field Descriptions for a complete list of the core academic subject areas.

**Educational Setting:** Report the appropriate Primary Age Group Educational Setting in Field 10.

**FTE:** Report the FTE as appropriate for each assignment code reported.

**Accounting Function Code:** All special education classroom teachers should use accounting function code 122.

**Number of Classes Taught:** Report as appropriate for each assignment code reported.

**\*Q: What is the difference between assignments codes "000ZZ" (Alternative Education (self-contained classroom)) and "000ZY" (self-contained, Facilitator of Instruction)?**

**A:** Assignment code "000ZZ" should be reported when direct instruction is provided in core and non-core academic subject areas to the same group of students throughout the day by one certified teacher.

Assignment code "000ZY" should be reported when direct instruction is not provided by the classroom teacher. The teacher serves as a facilitator of instruction. The instruction is provided by other certified teacher(s) by means of distance learning or by use of Novanet.

**Q: What assignment code would be reported for a teacher who is the local monitor for a virtual class (on-line coursework)? (Instruction is not provided, only monitoring of the classroom.)**

**A:** The correct assignment code to use for a teacher who monitors a virtual class is assignment code "000NX" (Other). Highly qualified status is not required for this assignment code.

**Q: What assignment code would be reported for a current events class? Do teachers need to be highly qualified to teach current events?**

**A:** Report the assignment code for the subject area in which the teacher has received his/her Social Studies endorsement. Any endorsement in Social Studies or an area within Social Studies qualifies a teacher to provide instruction in current events. For example, if the teacher is certified in Social Studies, then report the assignment code "000RX". If the teacher is certified in History, then report the assignment code "000CC". If the teacher is certified in Economics, then report the assignment code "000CA". The assignment code reported should match the teacher's certification. Reporting of highly qualified status is required for the class because the subject falls within the Social Studies category. (Source: Krista Ried, Office of Professional Preparation Services, Michigan Department of Education)

**Q: Are districts required to report school board members?**

**A:** School board members do not have to be reported in the REP because they are elected officials for the district. (Source: Office of Professional Preparation Services, Michigan Department of Education)

**Q: How are employees reported when a district is on the trimester system?**

**A:** Report the employees' assignments for the first trimester in the fall REP submission; report the second and third trimester assignments in the EOY REP submission. When reporting trimester classes in the EOY REP Submission, districts are to count each core academic class separately. For example, if a teacher is assigned to one English class in the fall semester, report "1" for the number of classes taught. If a teacher is assigned to one English class in trimesters two and three, report "2" for the number of classes taught. For teachers assigned to elementary education, the count remains "1" for the number of classes taught for the fall and EOY REP submissions. (Source: Office of Professional Preparation Services, Michigan Department of Education)

**Q: What is the difference between an instructional and non-instructional paraprofessional/aide?**

**A:** The Office of Special Education and the Office of Professional Preparation Services, Michigan Department of Education, have provided definitions for instructional and non-instructional paraprofessionals/aides:

Instructional paraprofessionals/aides are defined as individuals who provide instructional support, including those who:

1. provide one-on-one tutoring, if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
2. assist with classroom management, such as organizing instructional and other materials;
3. provide instructional assistance in a computer laboratory;
4. conduct parental involvement activities;
5. provide support in a library or media center;
6. act as a translator;
7. provide instructional support services under the direct supervision of a teacher.

A non-instructional paraprofessional/aide is defined as someone who works in areas such as the following: food services, cafeteria or playground supervision, personal care services and non-instructional computer assistance.

## **General Questions**

**Q: What is the Registry of Educational Personnel (REP)?**

**A:** Since 1961, the State Board of Education has collected information regarding educational personnel in the state of Michigan. Beginning with the 2001-2002 school year, this information has been collected by the Center for Educational Performance and Information (CEPI) as one of the five core data sets in the Web-based Michigan Education Information System (MEIS).

**Q: What is the importance of the REP Submission for our district?**

**A:** The ability of the Michigan Department of Education to meet federal and state reporting requirements depends upon the timely submission of data by Michigan school districts. State funding is dependent upon meeting deadlines for federal reporting.

**Q: Is a state aid penalty assessed if a district's submission is incomplete as of the submission cycle's due date?**

**A:** Yes. Failure to complete the submission of the REP will result in the withholding of 5 percent (5%) of the State School Aid [MCL 388.1619(5)(6)]. This Act allows the Michigan Department of Education to withhold a district's funds in escrow until such time as a complete report is submitted to CEPI. Payments will be withheld until the month following the completion of the reporting requirement.

**Q: Is the REP submitted through the Michigan Education Information System (MEIS)?**

**A:** Yes. Districts submit REP data through the MEIS. Data may be entered through an online application or submitted through an upload process. An MEIS account number and a submitted REP Security Agreement are required to obtain access to the REP Application.

**Q: Why are the REP data collected twice?**

**A:** There are two submissions for the REP each school year. The first submission, due in December, is used primarily for the MDE audit, for the federal Common Core Data (CCD) report, and to meet the requirements of the School Safety Legislation. The second submission, due in June, is used primarily for the MDE audit, professional development report, and to meet the requirements of the School Safety Legislation.

**Q: How are employees reported when a district is on the trimester system?**

**A:** Report the employees' assignments for the first trimester in the fall REP submission; report the second and third trimester assignments in the EOY REP submission. When reporting trimester classes in the EOY REP Submission, districts are to count each core academic class separately. For example, if a teacher is assigned to one English class in the fall semester, report "1" for the number of classes taught. If a teacher is assigned to one English class in semesters two and three, report "2" for the number of classes taught. For teachers assigned to elementary education, the count remains "1" for the number of classes taught for the fall and EOY REP submissions. (Source: Office of Professional Preparation Services, Michigan Department of Education.)

**Q: What constitutes a "new teacher"?**

**A:** Michigan Compiled Law Section 1526 requires a new teacher to receive 15 days of professional development and a mentor during the first three years of teaching, which is the induction period. For purposes of this law, a new/novice teacher is defined as a teacher in the first three years of classroom experience. A new teacher is the teacher in the first three years of teaching since his/her initial teaching certificate was awarded. A new teacher only experiences the first three years of a teaching career once. So if a teacher has held a contracted position with a K-12 school district anywhere for more than three years, he/she is not considered to be a "new teacher." (Source: Bonnie Rockafellow, Office of Professional Preparation Services, Michigan Department of Education)

**Q: Is there an error check program for validating data before submitting it to CEPI?**

**A:** A separate error check program is not used for the REP. The data are validated during the import to the REP database. CEPI anticipates that the program edits located in the REP Data Field Descriptions are incorporated into personnel management systems. When a file is uploaded to CEPI, an error report will be generated for districts to receive when they log in to the REP application under Bulk Submission Status. Edits may then be made and the file may be resubmitted as necessary until the deadline for the submission cycle. Only those records that are error free are updated in the REP database. Partially correct records will not be updated.

**Q: How are the REP data used?**

**A:** Data submitted via the REP are used to meet federal and state reporting requirements. These include reports produced for the U.S. Department of Education and for the state of Michigan regarding school personnel, supply and demand data, School District/Building Staff Report/FTE, the audit of instructional personnel conducted by MDE as well as to meet the requirements of School Safety Legislation.

**Q: Who is responsible for entering and correcting data?**

**A:** The local school district is responsible for entering and correcting data unless the district has an agreement with an intermediate school district (ISD) to do this for them. Even if a local district decides to enter and correct data, it is recommended that the REP authorized user work closely with the ISD on data submission to ensure accuracy.

**Q: What is the blank character for pads?**

**A:** "Space" is the blank character for padding fields; specifically, ASCII Character 32.

**Q: How are duplicate records or staff members who have never been employed by the district eliminated from the REP database?**

**A:** To remove a duplicate record or a staff member who has never been employed by the district, please complete the following steps:

1. Send an e-mail message to [CEPI@michigan.gov](mailto:CEPI@michigan.gov).
2. Subject line: REMOVE EMPLOYEE
3. The message should include the district name and district number followed by the employee's PIC number and name. Include a district contact name and phone number. (The original PIC number assigned to the employee will be retained in the REP database. Therefore, be sure to update the original record submitted before the removal request is submitted.)
4. A Help Desk case will be created for you, and the employee(s) will be removed from your district by CEPI staff members.

*NOTE:* If an individual has left your employment, you must terminate the individual by reporting the reason in Field 25: Employment Status and the date in Field 26: Date of Termination of Employment, along with the appropriate fields for the assignment code of the employee.

**Q: How does a district obtain help with a vendor's software?**

**A:** For districts using personnel management software, please contact your vendor with questions regarding software problems. Program staff members at CEPI are not familiar with the various software packages utilized by the districts.

**Q: What is meant by a warning message?**

**A:** A warning message is an informational message stating that one or more data elements reported for a given record meet the edit requirements but may contain inconsistencies, discrepancies or errors. A record that receives a warning message will be saved. Warning messages are tools for helping improve data quality in your data submission and provide opportunities for districts to review the data elements submitted to ensure accuracy.

## **MEIS Account**

**Q: If an authorized user has a change, such as an e-mail address or phone number, is it necessary to update the MEIS account information?**

**A:** Yes. It is important for the MEIS user's information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. It is sometimes necessary for the state to contact an authorized user by telephone, therefore, this number must be kept current as well. If an update is necessary for either an e-mail address or a phone number, do the following:

1. Update MEIS account at: <https://cepi.state.mi.us/MEISPublic/>
  - a. Click on the MEIS logo.
  - b. Log in as an MEIS User.
  - c. Click on Edit Personal Information.
  - d. Click on "Save Changes" to update your account.
  - e. Click on "Return to the MEIS User Management Main Menu."
  - f. Log out of MEIS.



**Q: If an authorized user has a name change, is it necessary to update the MEIS account information?**

**A:** Yes. A name change affects security access to an application. Users are only allowed to log in as the individual named on the security agreement. If an individual user has a name change, the individual must do the following:

1. Create a new MEIS account (at <https://cepi.state.mi.us/MEISPublic/>).
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which the user has authorization. The security agreement for REP is located on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services" and then on "Registry of Educational Personnel." The security agreement may be found under the heading "Upload REP Data to CEPI."
3. Complete and submit a "MEIS Authorized User Removal Request Form" to close the former MEIS account (issue with the prior name). The form is located on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services." Click on the link "Removing an MEIS Authorized User" under the "MEIS Information" heading in the center area of the page.

## **Bulk Submission**

**Q: After a file has been uploaded through the bulk submission process, how does the district obtain a copy of the error report?**

**A:** After the uploaded file has been processed, an error report is available. You should receive an e-mail confirmation that your file has been processed. At the main menu of the REP Application, click on "Bulk Submission Status", and then click on your file. You are able to download the report. The table found on the Web site lists the dates and times when you have submitted files via the REP Bulk Submission along with the status of each file. A status of "Queued" means that your file has been received and is waiting to be processed. A status of "Processing" means that your file is currently being processed. A status of "Completed" means that your file has been processed, and you can review your status report by clicking on the date and time you uploaded the file. The date and time are displayed as an active hyperlink. These files are listed as links in blue text. You may click on these links to retrieve the declined records file. When you click on the hyperlinked date and time, you have the opportunity to review your status report in an application that reads text files (e.g., Notepad) or be prompted to save the file to your hard drive.

**Q: If the district does not receive an e-mail confirmation for a bulk submission, what happened?**

**A:** If your e-mail system does not receive REP bulk e-mail messages, please log in to the REP site and click on the "REP Bulk Submission Status" menu option to check the status of your file. See the previous question for specifics about the bulk submission processing. If you have not received an e-mail message after several hours, be sure to check the "REP Bulk Submission Status" menu option.

**Q: Does the REP database update partial data from a record that has errors listed on the error report?**

**A:** No. Only records that are error free are uploaded into the REP database. Partially correct records are not updated in the REP database.

**Q: If corrections are made through the REP Single Submission Online Application based on the error messages in the Bulk Upload Error Report, will the uploaded file also be updated with the corrections?**

- A:** No. The corrections must be made to the upload file itself at the district level. After the corrections are made to the upload file, the district may upload the file again through the Bulk Upload process.
- Q:** **If a district receives an error status report stating: "NO ERRORS FOUND. All records submitted in this file have been successfully processed and saved," does this mean that the district's submission is complete?**
- A:** When a district checks the "Bulk Submission Status," the following message will be received if the file is error free (no error found when file was processed): "NO ERRORS FOUND. All records submitted in this file have been successfully processed and saved." This message indicates that the records uploaded in the file have been processed and saved. It does not mean that the district's submission is complete. Be sure to check the Personnel Submitted Report to determine if all records (new and previously submitted) have also been updated. For a submission to be considered complete, all records must have green check marks. For more information refer to the FAQ section entitled "Personnel Submitted Report."
- Q:** **Is there a required file name when uploading the data?**
- A:** Yes. When uploading the data, a file name is required, and it must end with .txt or .TXT. The REP allows for file upload through the MEIS.
- Q:** **Can a district make changes or additions on the REP application Web site after the file has been transmitted?**
- A:** Yes. Districts may go online after the upload process to make additions or corrections to the data submitted through the upload process until the submission due date.

## **Credential Data Exchange and Credential Information**

- Q:** **What is the Credential Data Exchange (CDX)?**
- A:** The CDX is a Web-based application that enables a local district to obtain credential numbers, issue dates, expiration dates, endorsement codes, and institution codes for instructional personnel and load these data into the district's personnel management system.
- Q:** **How does the district obtain credential numbers for the permanent certificates that cannot be located through the CDX or teacher certification Web site?**
- A:** For any teacher for whom the district cannot obtain a credential number, the district should contact MDE's Office of Professional Preparation Services (OPPS) at 517.373.3310. If the district has a copy of the original certificate, the district may fax it to OPPS, at fax number 517.373.0542, attention Terry Simpson. OPPS will be able to obtain the new credential number via License 2000.
- Q:** **Is the transmission of data accepted even if there are errors? In particular, is a data transmission accepted if there is not a match between REP and the teacher certification database for the credential license number and/or Social Security number?**
- A:** An incorrect Social Security number or credential number is not accepted. The REP is directly linked to the teacher certification database (License 2000). Any record that is submitted with a credential number and/or Social Security number that does not exactly match the License 2000 database creates a fatal error. The record is rejected by the REP database. Only those records that are error-free are updated in the REP database. (See Field 7: Social Security Number and Field 8: Credential License Number FAQs for help in resolving inaccuracies in credential numbers and Social Security numbers.)

## REP Access and Security Agreements

**Q: What are the REP and CDX security agreements?**

**A:** REP and CDX security agreements are required to obtain online access to both applications. The forms must be filled out and signed by the user seeking access to the applications. The signature of the applicant's superintendent is also required. Submission of the REP security agreement will provide access to both the REP and CDX applications. Submission of the CDX security agreement will provide access to the CDX application only. Information about these security agreements is available at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services", and then on "Registry of Educational Personnel." The form may be found in the box under the title "Upload REP Data to CEPI."

**Q: How do districts access the REP and CDX applications?**

**A:** Districts access the REP and CDX applications through CEPI's Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services" and then on "Registry of Educational Personnel." The individual seeking access must first have an MEIS account and password and then have completed and submitted a REP and/or CDX security agreement to obtain access.

**Q: Can more than one person from a district submit a security agreement for the REP or CDX?**

**A:** Yes. With appropriate approval from the superintendent, a district may have more than one authorized user.

**Q: Can more than one person from a district access the REP simultaneously?**

**A:** Yes. More than one person may access the REP at the same time.

**Q: If a REP authorized user leaves the district, how does the district remove security access for the authorized user in the REP Application?**

**A:** To remove an authorized user's access to an MEIS application such as the REP, the district is required to submit a CEPI/MDE Removal Request Form to the DIT Client Service Center. The form is available at the following Web site: [http://www.michigan.gov/documents/CEPI-MDE\\_MEISRemovalReqFrm\\_128431\\_7.pdf](http://www.michigan.gov/documents/CEPI-MDE_MEISRemovalReqFrm_128431_7.pdf)

## Reporting of Employees

**Q: Which employees must be reported in the REP?**

**A:** Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contract employees hired or assigned by public schools in Michigan. Therefore, all school districts in the state of Michigan are required by statute to submit all school personnel data to the state via the Registry of Educational Personnel so that the checks may be conducted.

As a guideline, if an individual is employed or contracted by the school, they need to be reported in REP.

Unpaid volunteers do not need to be reported in REP. Individuals who provide services such as roof repairs, furnace maintenance, serve as guest speakers or other sporadic or intermittent services are not required to be reported in the REP at this time.

## **Reporting of Substitute Employees**

**Q: Which substitute employees must be reported in the REP?**

**A:** All substitute employees must be reported in the REP regardless of the assignment code or FTE. This includes substitute teachers, substitute support staff, secretaries, bus drivers, janitors, etc. For example, if the school secretary's position is being filled by a substitute employee while the secretary is out on sick leave, the substitute must be reported.

**Q: If the ISD employs day-to-day substitute teachers for the districts within the ISD, are individual districts required to report the day-to-day substitute teachers or does the ISD report them?**

**A:** If the day-to-day substitute teachers are employed and paid by the ISD, then the ISD reports the day-to-day substitute teachers in the REP. If the ISD reports the day-to-day substitute teachers, the individual districts do not report them. LEAs and PSAs must ensure that their ISD has reported the day-to-day substitutes that work in their respective districts if they do not intend to include them in the LEA/PSA reporting. (Office of Professional Preparation Services, Michigan Department of Education)

**Q: If a district utilizes a private company for day-to-day substitute teachers, are districts required to report them in the REP?**

**A:** Yes. When a district contracts for day-to-day substitute teachers through a private company, the district is required to report the day-to-day substitute teachers in the REP submission. The district is ultimately responsible for the substitute teachers utilized by the district; therefore, the district must report them in the REP. The private company cannot report data to the REP for the district.

**Q: What is the definition of a day-to-day substitute teacher?**

**A:** A day-to-day substitute is an individual employed by the district to serve in short-term assignments that are less than one semester in length. Therefore, a school district can employ a person under a substitute permit as long as the assignment is less than one semester. These employees are considered day-to-day substitute teachers. (Source: Office of Professional Preparation Services, Michigan Department of Education)

**Q: Is there a unique assignment code for reporting day-to-day substitute teachers and day-to-day substitute paraprofessional/aides?**

**A:** Yes. Assignment code "00SUB" was created for day-to-day substitute teachers and assignment code "00PAR" was created for day-to-day substitute paraprofessional/aides.

**Q: What is the definition of a long-term substitute teacher?**

**A:** A long-term substitute teacher is an individual employed as a regular or contract appointee to a single classroom or assignment for one semester or more. (Source: Office of Professional Preparation Services, Michigan Department of Education)

**Q: Is there a unique assignment code for reporting long-term substitute teachers?**

**A:** No. Districts are to report the assignment code for the position held by the long-term substitute teacher. For example, if the long-term substitute is assigned to a mathematics classroom, the assignment code would be "000EX".

**Q: Are districts required to report the permit number for day-to-day or long-term substitute teachers as assigned by the Michigan Department of Education's teacher certification database License 2000?**

**A:** No. Districts must report the Social Security number for these employees. The permit numbers may be reported; however, the permit numbers change each school year.

- Q: Is it acceptable for a district to submit a bulk upload file of just the day-to-day substitute teachers so that they may be stored in a separate file within the district's system?**  
**A:** Yes. A district may upload multiple files as long as all school personnel are reported in the REP submission. When uploading the data, a file name is required, and it must end with .txt or .TXT.
- Q: Is it possible to submit day-to-day substitute teachers online?**  
**A:** Yes. A district may enter the day-to-day substitute teachers via the REP Single Submission Online Application.

## **Reporting of Other Categories of Employees**

- Q: Are districts required to report student workers?**  
**A:** If a student is working in the same school or a similar school to that which he/she attends, such as a high school student working in a high school, then the student does not need to be reported. If the student is working in a school different from the one that he/she attends, such as a high school student working in a middle or elementary school, then he/she must be reported in the REP. Student workers under age 17 do not need to be reported. For further information regarding this topic, please contact Krista Ried at [riedk@michigan.gov](mailto:riedk@michigan.gov) (Source: Office of Professional Preparation Services, Michigan Department of Education)
- Q: Are districts required to report individuals who provide services to students and are paid through accounts payable?**  
**A:** Yes.
- Q: Are districts required to report coaches in the REP?**  
**A:** Yes. If any form of compensation is provided to the coach, he/she must be reported in the REP.
- Q: If a district hires a company to complete repairs such as furnace, roofing, etc., is the district required to report the outside company's employees in the REP?**  
**A:** No. Individuals who provide services such as roof repairs, furnace maintenance, or other sporadic or intermittent services are not required to be reported in the REP at this time.
- Q: Are districts required to report paid employees such as lifeguards, costume makers, lunchroom aides, part-time cooks, coaches, crossing guards, custodians, bus aides, building monitors, etc.?**  
**A:** Yes. All school personnel must be reported in the REP regardless of the FTE count.
- Q: Are districts required to report summer employees? In the past, these employees were not required in the REP. Does the new School Safety Legislation include summer employees?**  
**A:** Yes. Summer employees must be reported in the REP Submission to meet the requirements of the School Safety Legislation. For the EOY Submission, this would include employees who are hired through June 30 each year. All other summer employees hired July 1 or after would be reported in the Fall Submission each year. (Source: Office of Professional Preparation Services, Michigan Department of Education)
- Q: Are districts required to submit volunteers in the REP?**  
**A:** No. At the current time, volunteers are not included in the School Safety Legislation.
- Q: Are districts required to report adult education staff?**  
**A:** Yes. Districts are required to report adult education personnel.

- Q: If a staff member is only employed during the fall each school year (such as a football coach), how should the district report the staff member in the EOY submission of the REP?**
- A:** For the EOY submission, report a Code "99" (returning employee, new non-instructional employee, new experienced teacher, substitute, contractor or employee on leave) in Field 25: Employment Status. In Field 12: Funded Position Status, report a Code 3 (funded, employee on loan or leave, no one assigned). Report all other fields as appropriate for the assignment code reported in Field 10: School Assignment Data.
- Q: Are districts required to submit student teachers in the REP?**
- A:** No. However, if the student teacher is employed by the district (such as a day-to-day substitute teacher), then the district must report the student teacher as an employee.

## Reporting of Terminated/Retired Employees

- Q: When a staff member leaves the district, is the district required to report the termination?**
- A:** Yes. Any staff member who terminates or retires from a district must be reported in the REP by submitting the reason for termination in Field 25: Employment Status, codes "00" through "19", and the termination date in Field 26: Date of Termination of Employment. In addition to these two fields, all other fields appropriate for the assignment code submitted in Field 10: School Assignment Data must be submitted accurately.

Staff members who retired in previous school years and still appear on the REP Personnel Submitted Report must be terminated. These terminations can be submitted through the REP Single Submission Online Application.

After each submission cycle closes, all personnel records submitted with termination dates will be removed from your file in the REP database and will no longer appear on the Personnel Submitted Report. *(For districts that use the Bulk Upload Application, be sure to remove the retirees/terminations from your upload file prior to the next submission cycle so that you do not re-upload the retired/terminated personnel into the REP database.)*

## Personnel Submitted Report/Complete Submission

- Q: What is the Personnel Submitted Report? What do the red "Xs" and green "check marks" mean?**
- A:** The Personnel Submitted Report lists all employees reported successfully for your district for each submission cycle, as well as those employees who were reported in a previous submission and were not updated/verified. This report can be found on the Main Menu of the REP Single Submission Online Application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all employees previously submitted have red "Xs" next to their names. After a record has been updated/verified, the red "X" changes to a green "check mark." When all employees have green "check marks" in the Personnel Submitted Report and all new personnel have been submitted, your submission is complete.

There are two items in the report heading of the Personnel Submitted Report that you should check carefully to determine that all of your previously submitted records have been updated:

1. Records updated for this submission cycle. Total \_\_\_\_
2. Records not yet updated for this submission cycle. Total \_\_\_\_

Be sure that the total for No. 2 is "0" by the due date for each submission cycle.

## School Nurse

For specific information regarding School Nurse Certification, contact JoAnne Gibson in the Office of Professional Preparation Services at 517.373.3310.

**Q Are school nurses required to hold a School Nurse Certificate?**

**A:** Yes. School nurses are required to hold a School Nurse Certificate. Nurse Certification is handled by the Office of Professional Preparation Services through JoAnne Gibson (517.373.3310). When either assignment code "000NY" School Nurse or "00384" Registered Nurse (Special Education assignment) is used in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor and Administrator Continuing Education to report the assignment for the nurse, Field 17: Type of Credential must have a correct Nurse Certification Code. The codes are as follows: "50" School Nurse Certificate (Interim), "51" School Nurse Certificate (Standard), or "52" School Nurse Certificate (Professional).

**Q: What types of School Nurse Certificates are available?**

**A:** There are three levels of School Nurse Certificates:

- Interim School Nurse Certificate
- Standard School Nurse Certificate
- Professional School Nurse Certificate

**Q: How can a district verify if a nurse has School Nurse Certification?**

**A:** School Nurse Certification can be verified at the teacher verification Web site, <https://mdoe.state.mi.us/teachercert/>.

**Q: What assignment code should be used in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor and Administrator Continuing Education for a School Nurse?**

**A:** Either the assignment code "000NY" for General Education Students or "00384" for Special Education students is used in Field 10 to report the assignment for the school nurse.

**Q: What code should be used in Field 17: Type of Credential for a School Nurse?**

**A:** Field 17: Type of Credential must have a correct School Nurse Certification Code. The codes are as follows: "50" School Nurse Certificate (Interim), "51" School Nurse Certificate (Standard), or "52" School Nurse Certificate (Professional). If the School Nurse Credential is pending, report a code "02" (pending) in Field 17. A Social Security number is required in Field 7: Social Security Number.

**Q: What type of nursing license is required for School Nurse Certification?**

**A:** A school nurse is required to hold a valid Michigan Registered Nurse License.

## Paraprofessionals

**Q: Does the *No Child Left Behind Act of 2001* (NCLB) act have specific requirements for paraprofessionals?**

**A:** Yes. NCLB requires paraprofessionals employed for instructional support in a Title I-funded position or in a building with a Title I schoolwide designation to demonstrate knowledge of and the ability to assist in the instruction of reading, writing, and mathematics by June 30, 2006.

**Q: How may paraprofessionals qualify for the NCLB requirements?**

**A:** Paraprofessionals can meet the NCLB requirements by one of the following methods:

- Possess an associates degree or higher
- Complete two years of college credit (60 semester hours)
- Take and pass one of these approved tests:
  - Michigan Test for Teacher Certification (MTTC) Basic Skills
  - WorkKeys Tests
  - The ETS ParaPro Test
- Complete a portfolio to demonstrate qualifications
  - Complete at the local level
  - Record of completion is maintained by the district.

For more information regarding the paraprofessional requirements, contact the Michigan Department of Education, Office of Professional Preparation Services at 517-373-3310.

## **Field 1: Date of Count**

**Q: What is the date of count for the Fall 2008 REP Submission to be used in Field 1: Date of Count?**

**A:** Districts must use December 1, 2008 (12/01/2008) as the Date of Count for the Fall 2008 Submission for the REP.

## **Field 2: Operating ISD/ESA Number**

## **Field 3: Operating District Number**

## **Field 4: Last Name**

**Q: How does a district change the name of a staff member if the person marries or if an error was made in a previous submission?**

**A:** Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Single Submission Online Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the Personnel Identification Code (PIC) number is not used in the Bulk Upload file, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

**Q: Is it acceptable to use a punctuation mark such as a comma "," after a name before a title such as Jr.?**

**A:** All punctuation must be removed from first, middle and last names, or a fatal error will be reported.

## **Field 5: First Name**

**Q: Is it acceptable to use a punctuation mark such as a comma "," after a name?**

**A:** All punctuation must be removed from first, middle and last names, or a fatal error will be reported.



## Field 6: Middle Name

- Q:** Is it acceptable to use a middle initial followed by a period in Field 6: Middle Name rather than a complete name?
- A:** All punctuation must be removed from first, middle and last names, or a fatal error will be reported.

## Field 7: Social Security Number

- Q:** The indication is that either a Social Security number or a credential license number is required for assignment codes with numbers between "000AX" to "00594". Does this mean that all other personnel ("60000" to "99900") may be reported by name with no relational number such as the Social Security number?
- A:** A Social Security number or credential license number is required for instructional staff with assignment code numbers between "000AX" and "00594". A Social Security number is required for all other employees with assignment codes "60000" through "99900".
- Q:** If an error was made in reporting a Social Security number in a previous submission, how is a correction made?
- A:** Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Single Submission Online Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.
- Q:** If a Social Security number is invalid as listed in the teacher certification database (License 2000), how is a correction made to the database?
- A:** Verify that the Social Security number in your personnel system is correct. If the number is correct, the problem may be an incorrect Social Security number in License 2000 (the teacher certification database). To correct this problem, please do the following:
1. Enlarge the Social Security card (for easier reading when faxed).
  2. Fax a copy of the Social Security card to the Office of Professional Preparation Services at 517.373.0542, to the attention of JoAnne Gibson. JoAnne will make the correction in the database so that the record can be submitted.

## Field 8: Credential License Number

- Q:** How can a district verify teachers' credential numbers?
- A:** Teachers' credential numbers may be verified on the Teacher Verification Web site at <https://mdoe.state.mi.us/teachercert/>.
- Q:** How does the district obtain credential numbers for the permanent certificates that cannot be located through the CDX or teacher certification Web site?
- A:** For any teacher for whom the district cannot obtain a credential number, the district should contact MDE's Office of Professional Preparation Services (OPPS) at 517.373.3310. If the district has a copy of the original certificate, the district may fax it to OPPS, at fax number 517.373.0542, attention Terry Simpson. It will be helpful if you also fax an enlarged copy of the Social Security number. OPPS will be able to obtain the new credential number via License 2000.

**Q: How are credential numbers of fewer than 15 digits entered into the REP?**

**A:** You may use whatever credential digit-length you are given from the CDX or MDE. The REP Application will accept any digit length for a valid credential number. Credential numbers submitted in the REP must match exactly with the Teacher Certification Database/License 2000. Also, the credential number submitted must be for a valid credential.

**Q: Does the credential number have to match exactly with License 2000 for the record to be accepted by the REP application?**

**A:** Yes. The credential number must be submitted exactly as it appears in License 2000, or a fatal error will be reported.

**Q: Can a district report either capital (O) or zero (0) in a credential number?**

**A:** No. The credential number must be submitted exactly as it appears in License 2000. There is a difference between a capital (O) and a zero (0). In previous submissions some users experienced difficulties with this. If you look closely at the numbers on the Teacher Verification Web site, you will notice a difference between the two. The capital "O" is wider than the number zero (0), and the two are not interchangeable. The capital "O" often appears in the beginning of the credential number following a CC-; however, it may appear anywhere in the number.

**Q: Why are the districts required to report the credentials of their teachers?**

**A:** The districts are required to report the credentials of their instructional staff members because the MDE performs an annual audit of the instructional staff members who are currently employed. It is the district's responsibility to provide proof of appropriately certified instructional staff. Having the districts provide the credential number, type, issue and expiration date is part of the checks-and-balances process.

**Q: If an error was made on a credential number in a previous submission, how is a correction made?**

**A:** Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Single Submission Online Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

## **Field 9: Date of Hire**

**Q: What is considered the "initial date of hire" for the staff person? Is this the original date of hire in the district or the date of hire into the current position?**

**A:** The initial date of hire is the actual date the individual originally became employed by the district in any position.

## **Field 10: School Assignment Data**

**(Grade, FTE, Wage, Accounting/ Function Code, Highly Qualified Status, Academic Major, Academic Minor, Administrator Continuing Education and Number of Classes Taught)**

### **School/Facility Number**

**Q: How do the districts obtain the school/facility codes?**

**A:** The school/facility codes are obtained through the School Code Master at <http://cepi.state.mi.us/scm/>.

**Q: Does the REP check the school/facility codes submitted in the REP?**

**A:** Yes. All school/facility codes submitted are verified with the School Code Master. A fatal error will be reported if an invalid number is used. If a district submits a school/facility code that is assigned to another district, a warning message will occur.

**Q: Is the bus garage required to have a separate number in the School Code Master?**

**A:** No. A district does not need a separate School Code Master number for a bus garage. The district may use the administrative code ("00000") for the employees of the bus garage or request a number for the bus garage if desired.

**Q: What school code number should be reported for the central administrative office staff?**

**A:** Districts should use "00000" for the central administrative office staff.

**Q: If the district has staff members who are working in more than one school/facility, should the assignment be reported for each school/facility?**

**A:** When possible, report each assignment by school/facility. Districts may report up to nine entries in Field 10: School Assignment Data requirement for each position. If it is not possible to break the assignments down because of the number of schools/facilities in which the individual is assigned, use "00000" (central administrative office) to report the staff member.

## Assignment Codes

**Q: How are special education administrators reported in the REP?**

**A:** Administrators' assignment codes are determined by titles, levels, and functions of the positions held by the staff members. For example, a director of special education for a school district would be reported with the following assignment code: "75261" (Title: "75", Director; Level: "2", District; Function: "61", Special Education). More information regarding the reporting of administrator assignment codes can be found in the REP Data Field Descriptions.

**Q: What type of staff must be reported for each submission?**

**A:** All educational staff must be reported. This includes all assignment codes with numbers between "000AX" and "99900".

**Q: Why are data being collected on non-instructional personnel?**

**A:** This information is required as part of federal legislation, *The No Child Left Behind Act of 2001* (NCLB) as well as Michigan's School Safety Legislation. The REP was developed to provide a complete set of data about teachers, administrators, support staff, and non-instructional personnel. In addition to helping Michigan comply with state and federal reporting requirements, the REP provides districts with more complete information for planning purposes.

**Q: What assignment code does a district use for a health occupations teacher?**

**A:** Use assignment code "00580", Allied Health Technology. All of the health areas have now been combined into one category.

**Q: What are districts to report for middle school teachers now that the assignment codes 000ZD and 000ZL have been removed from the REP assignment codes list?**

**A:** The *No Child Left Behind Act of 2001* (NCLB) requires teachers in core academic areas to be highly qualified. The intent of the law (NCLB) is to ensure that each teacher of a core academic subject has sufficient subject-matter knowledge and skills to instruct effectively in his or her assigned subjects, regardless of how the school is configured. In order to obtain the middle school

assignment-code data, it has become necessary to require reporting of specific subject-area assignments for all middle school teachers, instead of reporting the generic middle school/middle-level assignments. For further information or questions regarding middle school assignments, contact Krista Ried at 517-373-6791.

**Q: What is the difference between endorsement codes "ZD" (Middle School) and "ZL" (Middle Level) when they appear on a teacher certificate?**

**A:** A "ZD" or a "ZL" endorsement on an elementary or secondary teaching certificate indicates that a teacher has completed specific preparation to teach in middle schools. For elementary teachers, it extends the grades that can be taught according to his/her other (content) endorsements up to (including) grade 9. Secondary teachers who also hold the middle-level endorsement can extend the grades where they can teach according to their other (content) endorsements down to (including) grade 5. The "ZL" replaced the "ZD" after specific preparation standards were adopted in 1997. (Source: Michigan Department of Education, Office of Professional Preparation Services)

**Q: What is to be used in place of the "000NE" and "000ZE" code for elementary teachers?**

**A:** The "000NE" and "000ZE" codes have been eliminated because of code duplication. Districts are to use the "000ZG" (K-5 all subjects; K-8 all subjects, self-contained) for the elementary classroom teachers. The "000ZG" should be used unless the teacher is assigned to a single subject area, such as math ("000EX") or English ("000BA"). If teachers are assigned to single subjects, you should report the subject assignment(s) for the positions and divide the FTE accordingly.

**Q: What is the difference between assignment codes 00192 Speech/Language Impaired and 00290 Teacher of Speech/Language Impaired Non-Classroom Program or 00292 Speech Pathologist with a Certificate of Clinical Competence in a non-classroom setting?**

**A:** The assignment code "00192" is reported when the teacher provides instruction to students in a classroom setting. Assignment code "00290" or "00292" is reported when the teacher works with a student or students in a non-classroom setting, such as when services are provided to a student one-on-one or when the teacher works in a consultant role within the school or district.

**Q: How are the School Psychologists and Speech/Language Impaired positions reported in Field 10: School Assignment Data and Field 17: Type of Credential?**

**A:** School Psychologist ("SG") for Field 10: School Assignment Data - use code "00320"; Field 17: Type of Credential - use code "61" (School Psychologist) or code "62" (Preliminary School Psychologist).

**Speech and Language Impaired ("SB")** Field 10: School Assignment Data -- use code "00192", "00290" or "00292". Field 17: Type of Credential - use the code for the type of credential held by the teacher such as code "03" (Elementary Provisional) or code "72" (Certificate of Clinical Competence).

**Q: Field 10 allows for repetition of data for employees with multiple assignments. What default values are used for unused repetitions of this data? For example, if a staff member has one assignment, the first 45 bytes of Field 10 are used. What are in the remaining 405 bytes in this field?**

**A:** Use blanks (no nulls).

**Q: How do districts report occupational therapists and speech therapists who are working under Certificate of Clinical Competence (CCC) waivers, and school social workers who do not have license numbers from MDE?**

- A:** For staff members with assignment codes with numbers between "00310" and "00406" who do not have credential numbers, you may report Social Security numbers. If an individual holds a teaching credential, you may use that number. For a staff member who is using a CCC waiver, report code "72" (Certificate of Clinical Competence) in Field 17: Type of Credential.

## **Grade Level/Educational Setting**

- Q:** For the current grade assignment, does the district have to input the 21-digit code through the REP Single Submission Online Application, or will online data entry occur using drop-down or check-box choices?
- A:** The REP Single Submission Online Application has check boxes for the grade level and a drop-down list for the educational settings.
- Q:** How are middle-school grades determined?
- A:** Middle-school grades are determined at the district level. Some districts consider middle school to be grades 5 through 9, while others may consider middle school to be grades 7 through 8 or 6 through 8.

## **Full-Time Equivalency (FTE)**

- Q:** Are the districts required to report every FTE?
- A:** Districts are required to report FTE for all staff members regardless of the FTE. This includes assignment codes with numbers between "000AX" and "99900", except for assignment codes "000SUB" (day-to-day substitute) and "000PAR" (day-to-day substitute paraprofessional/aide).
- Q:** How does the district determine the FTE for a staff member?
- A:** The FTE is determined based upon the contractual day or workday of a given employee. For example, if a teacher's workday is six hours, then six hours represents 1.0 FTE. If the teacher works half-time, or three hours a day, the FTE is 0.5. If a secretary works an eight-hour day, the eight hours equal 1.0 FTE, and four hours a day equal 0.5 FTE.
- Q:** Can an FTE greater than 1.0 be reported?
- A:** Yes. An FTE greater than (or less than) 1.0 FTE may be reported. An FTE cannot be greater than 2.0.
- Q:** Do districts count additional FTE for full-time teachers who also teach adult education classes after regular school hours?
- A:** Yes. Since districts may report an FTE greater than 1.0 for employees (but no greater than 2.0), adult education classes may be reported for the teacher in this case.
- Q:** Are districts required to report adult education teachers or alternative education teachers in the REP?
- A:** Yes. Districts are required to report adult education personnel members, if they are employees of the school district, and alternative education personnel. For example, if a photographer rents space in the school/facility to offer a photography class to the community, he/she would not have to be reported in the REP. However, if the photographer is employed by the district to teach this class, he/she must be reported in the REP. (Source: Office of Professional Preparation Services, Michigan Department Education)
- Q:** If a district has a staff member who changes from full- to part-time below 0.5 FTE in assignment codes "81500" through "99900", should s/he be terminated?
- A:** No. The record is to reflect the lower FTE. Districts are required to report all school employees, regardless of the FTE count.

**Q: Are all school personnel reported regardless of FTE count?**

**A:** Yes. All school personnel must be reported in the REP regardless of the FTE count.

**Q: How should the FTE be calculated for school personnel not previously reported?**

**A:** The FTE reported for each employee should be based upon the amount of time worked by the employee and the contractual school day for the district.

## **Hourly Wage**

**Q: Can a district report both the hourly wage (Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrator Continuing Education) and annual salary (Field 28: Annual Salary) for a staff member?**

**A:** Yes. Districts may report both the hourly wage and the annual salary for their employees. Both must have valid values or a fatal error is reported. The reporting of hourly salary is optional; however, a valid value must be reported. The value may be zero "0".

## **Accounting/Function Codes**

**Q: What accounting/function codes does the REP require?**

**A:** The accounting/function codes utilized in the REP come from the Michigan Public School Accounting Manual ([http://www.michigan.gov/mde/0,1607,7-140-6530\\_6605-21321--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_6605-21321--,00.html)) and have been used statewide for several years.

**Q: What is meant by selecting an accounting/function code in the range of 2xx – 3xx?**

**A:** When a range such as 2xx through 3xx is listed with an assignment code, districts are to select the most appropriate accounting/function code from the valid list of accounting/function codes 211 through 391 as listed in Field 10: School Assignment Data in the REP Data Field Descriptions.

**Q: What accounting function code should be used for alternative education teachers?**

**A:** Alternative education is a program rather than a function. Classroom teachers teaching high school courses to alternative education high school pupils are charged to function "113"; classroom teachers teaching junior high school courses to alternative education junior high pupils are charged to function "112". Other staff members related to alternative education programs are charged to the appropriate supporting function. For example, an alternative education principal is function "241" and an alternative education counselor is charged to function "212". (Glenda Rader, Michigan Department of Education)

## **Highly Qualified Status**

**Q: How do we define the highly qualified teacher?**

**A:** The State Board of Education has developed a document that outlines the definition of the highly qualified teacher. This document and other helpful resources concerning the highly qualified status of teachers can be found at the following Web address:  
[http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683-165860--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683-165860--,00.html). There is also further information available on the Michigan Education Association's (MEA) Web site at [http://www.mea.org/nclb/hq\\_teachers.html](http://www.mea.org/nclb/hq_teachers.html).

**Q: Are districts required to report the highly qualified status, major and minor data for all teachers with assignment codes of "000AX" through "00599"?**

**A:** Districts are required to report those teachers assigned to core academic subject areas as identified in the REP Data Field Descriptions under the General Education Assignments ("000AX" through "000ZZ") in Field 10: School Assignment Data. Reporting of highly qualified status for the remaining teachers is optional.

- Q: If a teacher holds an elementary certificate with K-8 all subjects, and teaches a specific subject in a 7th- or 8th- grade classroom, is he/she considered highly qualified?**
- A:** The teacher may be deemed as highly qualified for the subject area if he/she takes and passes the subject-area Michigan Test for Teacher Certification (MTTC) OR by utilizing one of the HOUSSE options. For more information regarding highly qualified status, go to [www.michigan.gov/teachercert](http://www.michigan.gov/teachercert) ("NCLB & Highly Qualified Information" link), or contact the Office of Professional Preparation Services, Michigan Department of Education at 517-373-3310, or via e-mail at [riedk@michigan.gov](mailto:riedk@michigan.gov).
- Q: If a staff member holds an associates degree from a non-accredited college would the staff member be considered highly qualified as a paraprofessional/aide?**
- A:** The accreditation of the college/university is not the deciding factor. The degree must have been received from a degree-granting institution such as a community college or a four-year college/university in order to be considered highly qualified as a paraprofessional/aide. (Source: Office of Professional Preparation Services)

## Academic Major

- Q: If a teacher is in a K-5 assignment, is elementary education considered the major?**
- A:** If it is a K-5 assignment, consider elementary education as the major. (Office of Professional Preparation Services, Michigan Department of Education)
- Q: What is reported for the major if "yes" (1) is reported for the minor?**
- A:** Districts report "no" (2) for the major if a "yes" (1) is reported for the minor.

## Academic Minor

- Q: What is reported for the minor if a "yes" (1) is reported for the major?**
- A:** Districts report "no" (2) for the minor if a "yes" (1) is reported for the major.

## Administrator Continuing Education

For information published by the Michigan Department of Education, please refer to the following Web page: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_30306---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_30306---,00.html)

## Number of Classes Taught

- Q: Does the number of classes taught need to be reported for all teachers?**
- A:** Districts are required to report the number of classes taught for teachers who are assigned to core academic subject areas.

### The core academic classes include the following:

000BX Language Arts	000DX Science
000BA English	000DA Biology
000BT Reading	000DC Chemistry
	000DE Physics
000RX Social Studies	000DH Geology-Earth Science
000CA Economics	000DO Astronomy
000CB Geography	000DI Integrated Science
000CC History	000DP Physical Science
000CD Political Science	
	000EX Mathematics
000FA French	
000FB German	000JX Music Education

000FD Latin	000LX Art
000FF Spanish	000LT Theatre/Performance
000ZG Elementary Education (K-5 all subjects, K-8 self-contained)	000MH Dance
000ZZ Alternative Education (self-contained classroom)	

00192 Speech/Language Impaired Classroom – All subjects

00197 Special education class, not at the elementary level, where ALL students are assessed by alternate achievement standards (Mi-Access)

**Q: What is the correct way to report the number of core academic classes taught for an elementary self-contained classroom?**

**A:** The district may submit “1” for the number of core academic classes taught for an elementary self-contained classroom.

**Q: How does a district determine the number of core academic classes taught? Is it determined based upon the number of classes taught in a day, how many different classes are taught, or by the number of core classes taught by subject?**

**A:** The number of core academic classes taught is based upon the number of classes taught in each core academic subject. Refer to the document "Calculating the Number of Classes Taught" found on the REP Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on “MEIS Data Services” and then click on the Registry of Educational Personnel link. The document is located under the heading “Current REP Submission”.

## Miscellaneous Field 10 Questions

**Q: If a teacher takes a leave of absence, does the district terminate him/her with a termination date and termination reason?**

**A:** Report the teacher who takes a leave of absence in his/her regular position, with an hourly wage of "00.00". (Report the hourly wage or annual salary if it is paid leave.) In Field 12: Funded Position Status, the district reports code "3", "4", or "6". In Field 25: Employment Status, report code "99".

**Q: What is reported in Field 10 for vacant positions?**

**A:** For vacant positions, indicate the assignment codes for each vacant position. The salary may be reported as "000.00" for the vacant assignment; report the vacant assignment in Field 12: Funded Position Status using code "1". In Field 25: Employment Status, report code "99".

**Q: If a full-year or emergency permit teacher is assigned to a core academic classroom, is the district required to report academic major, academic minor and highly qualified status for the teacher?**

**A:** Yes. Districts are required to report highly qualified status, academic major and academic minor for all core academic teachers.

## Field 11: Title I and Title II, Part A Teachers

## Field 12: Funded Position Status



**Q: What is reported in Field 12: Funded Position Status for assignment codes "80000" through "99900"?**

**A:** Field 12 must be left blank for assignment codes "80000" through "99900" or a fatal error will be reported, unless the position is submitted as a vacant position, as an employee on loan or leave, or as a non-instructional contracted services provided, then report the appropriate code ("1" through "7") for the status of the position as follow:

If submitted as a vacant position, then code "1", "2", or "5" must be submitted.

If submitted as an employee on leave, then code "3", "4", or "6" must be submitted.

If submitted as a non-instructional contracted services provided, then code "7" must be submitted.

**Q: What does "funded position" mean?**

**A:** A "funded position" is a position that is filled by a permanently assigned employee.

**Q: If a teacher takes a leave of absence, does the district terminate him/her with a termination date and termination reason?**

**A:** Report the teacher who takes a leave of absence in his/her regular position with an hourly wage of "000.00". (Report the hourly wage if it is paid leave.) In Field 12: Funded Position Status, the district reports code "3," "4," or "6".

**Q: How does a district report a teacher who is on maternity leave for an unknown period of time?**

**A:** Report the teacher as being in the position. However, in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor, and Administrative Continuing Education, put "000.00" for the hourly wage. If it is paid leave, report the hourly wage or annual salary in Field 28: Annual Salary. In Field 12: Funded Position Status, use code "4", vacant, funded, on loan or leave, filled by temporary employee.

**Q: What is reported in Field 10: School Assignment by Grade, FTE, Highly Qualified, Academic Major, Academic Minor and Administrator Continuing Education for vacant positions?**

**A:** For vacant positions, indicate the assignment codes for the vacant position. The salary is reported as "000.00" for the vacant assignment. Report the vacant assignment in Field 12: Funded Position Status.

**Q: If an employee is reported as on leave in Field 12, what code is reported in Field 25: Employment Status?**

**A:** For employees reported as on leave in Field 12, report a code "99" in Field 25.

## **Field 13: Date of Birth**

**Q: What is the correct format for reporting the date of birth?**

**A:** The correct format for reporting the date of birth is MM/DD/CCYY. For example: December 12, 1976 = 12/12/1976.

**Q: If an incorrect date of birth was reported in a previous submission, how is the correction made?**

**A:** All corrections to birthdates must be made through the REP Single Submission Online Application. Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number are made through the REP Single Submission Online Application. For districts that use the Bulk Upload Application, the PIC number must be used if

changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

## **Field 14: Gender Code**

## **Field 15: Racial/Ethnic Code**

**Q: Why does the REP call for ethnicity of school employees when employers cannot legally ask for the information on any government document?**

**A:** Once a staff member is hired, employers can ask for race/ethnicity information for entry into a number of federal forms (including the annual EEO5 form submitted to the U.S. Office of Civil Rights). The concern about collecting the information prior to employment is that it may be used for discrimination (which is another legal issue that deals with misuse of information – not with the collection of the data).

**Q: How does a public school in the state of Michigan obtain race/ethnicity information from its staff when it is not required on federal and state government forms?**

**A:** Race/ethnicity is required on a number of federal forms. Districts may note that the format being used in the REP is based upon the same format used in the collection of the U.S. 2000 Census. For full details on the Federal Registry that relates to race/ethnicity data, visit [www.whitehouse.gov/omb/fedreg/ombdir15.html](http://www.whitehouse.gov/omb/fedreg/ombdir15.html).

**Q: If the racial/ethnic field is left blank, will a fatal error occur?**

**A:** Yes. A fatal error occurs if the racial/ethnic field is left blank.

## **Field 16: Highest Educational Level**

**Q: Do we need to enter degrees for all employees regardless of the assignment code?**

**A:** Yes. This field applies to all employees. It relates to all assignment codes with numbers between "000AX" and "99900"; for assignment codes "81500" through "99900", the value may be "00".

**Q: The codes given in Field 16: Highest Educational Level include "09" Other License, Credential or Professional Degree. Would "09" be used for certifications such as safety (OSHA), and MCSE (Technology), or is this more along the lines of CPAs or Journeyman certification?**

**A:** Code "09" may be used for any specific license or degree earned for the position held by the non-instructional staff.

## **Field 17: Type of Credential**

**Q: What are the codes to use when reporting the type of credential?**

**A:** The correct codes for each type of credential are listed in Field 17: Type of Credential of the REP Data Field Descriptions.

**Q: Are school nurses required to hold School Nurse Certification?**

**A:** Yes. School nurses are required to hold School Nurse Certificates. School Nurse Certification is handled by the Office of Professional Preparation Services through JoAnne Gibson (335.0585). When the assignment code "000NY" is used in Field 10: School Assignment Data to report the assignment for the nurse, and correct School Nurse Certification Code must be entered in Field

17: Type of Credential. The codes are as follows: "50" School Nurse Certificate (Interim), "51" School Nurse Certificate (Standard), or "52" School Nurse Certificate (Professional).

**Q: How are the School Psychologists and Speech/Language Impaired positions reported in Field 10: School Assignment Data and Field 17: Type of Credential?**

**A: School Psychologist ("SG")** for Field 10: School Assignment Data - use code "00320"; Field 17: Type of Credential - use code "61" (School Psychologist) or code "62" (Preliminary School Psychologist).

**Speech and Language Impaired ("SB")** Field 10: School Assignment Data -- use code "00192", "00290" or "00292". Field 17: Type of Credential - use the code for the type of credential held by the teacher such as code "03" (Elementary Provisional) or code "72" (Certificate of Clinical Competence).

**Q: What is the correct way to report the type of credential for a new instructor with an interim occupational certificate?**

**A:** You should report code 54 (Vocational Temporary Authorization) in Field 17: Type of Credential of the REP Application. The wording "Interim Occupational Certificate" has replaced "Vocational Temporary Authorization."

**Q: What is the correct way to report the type of credential for Junior Reserve Officers' Training Corps (ROTC) Instructors?**

**A:** Report the type of credential in Field 17: Type of Credential with a Code "73" Department of Defense Certificate (ROTC).

**Q: The type of certificate we have on file for an instructor indicates "Temporary Vocational Authorization." However, the Teacher Verification Web site indicates the current certificate as an "Occupational Education Certificate." Which type of certificate is the correct one to report?**

**A:** Report the Occupational Education Certificate. The Occupational Education Certificate is the advanced level of the vocational certification.

## **Field 18: Date Credential Issued**

## **Field 19: Date of Expiration of Credential**

## **Fields 20, 21, 22, 23: Reserved for Future Use**

*These fields are not required. These fields must be reported with blanks or a fatal error will be reported. (See the programming edits in the REP Data Field Descriptions for these fields.)*

## **Field 24: Hours of Professional Development**

**Q: Are districts required to report Field 24: Hours of Professional Development for the fall and end-of-year submissions?**

**A:** Districts are required to report Field 24: Hours of Professional Development for the end-of-year submission only.

**Q: Why must professional development be reported?**

**A:** Tracking professional development is mandated in the school code, Michigan Compiled Laws (MCL), Sections 380.1526 and 380.1527. This information is collected for MDE (since the June 2003 submission), as well as for federal legislation, *The No Child Left Behind Act of 2001*.

**Q: If the district pays for college coursework, may the hours be used toward the individual's professional development requirements? How are the hours calculated?**

**A:** University or college coursework can only be counted toward professional development requirements if your district counts university coursework as allowable professional development for MCL Section 1526 or 1527 AND provides it for its staff, either through paying tuition or a portion of tuition, release time, etc. Whether college/university credit is defined by the number of class hours, credit hours earned, or class hours in combination with preparation, time credited is left up to the district policy.

**Q: If a staff member spends 1.5 or 2.5 hours on a particular professional development activity, how should the time be reported?**

**A:** If the number of professional development hours is 0.49 or below, round down to the nearest whole number of hours. If the number of hours is 0.50 or above, round up to the nearest whole number of hours.

**Q: Is professional development reported for all employees?**

**A:** Field 24: Hours of Professional Development in the REP Data Field Descriptions indicates that professional development must be reported for employees with assignment codes between "000AX" and "79999". For those employees within the administrative codes ("70000s") who are not required to complete professional development, report zeros.

**Q: For new teachers in the first three years of teaching, is the professional development required for new teachers combined with other professional development activities provided for all teachers?**

**A:** Yes. The total hours listed for a new teacher (within the first three years in the profession) will reflect both the hours for the 15 days over the three years (MCL Section 1526) and the five days annually (MCL Section 1527). Thus, the hours for new teachers will, in most cases, be a higher number than those for veteran teachers.

**Q: Are districts required to report professional development in the EOY submission for new teachers only or all teachers?**

**A:** Districts are to report professional development for all teachers in the EOY REP submission.

**Q: If a zero is reported for ISD consultants, will that somehow have a negative impact in the future in reference to funding or complying with the guidelines of No Child Left Behind?**

**A:** No. It would not have a negative impact, as MCL Sections 1526, 1527 and 380.1246 do not cover ISD consultants.

**Q: What happens if a teacher does not attend all of the five days of professional development provided by the district? Can missed days be made up?**

**A:** The district is required to provide the professional development. The staff person is professionally responsible to attend. In many districts they are also contractually responsible to attend. If teachers are occasionally absent it is not held against the district. Making up the missed days depends upon the district's policy.

**Q: If a college course is taken at the teacher's expense, can the hours in attendance be counted toward the teacher's professional development requirement?**

**A:** The hours of professional development entered into the REP are hours required by MCL Sections 1526 and 1527. Thus, college credit completed at the teacher's expense does not qualify as professional development that the district has provided.

**Q: What type of backup documentation are districts required to keep? Is it the district's responsibility or the teacher's responsibility to keep this documentation? Is a list of who attended what professional development enough, or is more detailed information required?**

**A:** As MCL Sections 1526 and 1527 specify that the district must provide the professional development, it makes sense that the district should keep track of the records. However, MDE always recommends that each individual also keep a record of the professional development that he/she attends. It is part of his/her professional portfolio.

As far as what the district keeps for documentation, it seems prudent to keep track of dates, attendance and content, although a district should keep records any auditor might require.

**Q: How many hours of professional development does a teacher receive for mentoring a student teacher?**

**A:** The number of hours given for professional development is determined by the number of hours of training in professional development received by the teacher to support the mentoring, such as mentor training or mentor meetings. Professional development hours for a mentor teacher include only the "training hours" obtained. Professional development is not based on contact hours with the novice teacher.

**Q: How are the State Board Continuing Education Credits (SB-CEUs), college courses, and credit hours counted relative to professional development?**

**A:** For SB-CEUs, there is usually a 3-to-1 comparison. For example, one semester credit hour is equal to three SB-CEUs. Three SB-CEU's equal 30 hours, thus one semester hour would equal 30 classroom hours. Universities often use the rule of thumb that each hour of class requires three hours outside of class. If you use this reasoning you would add three hours to every hour spent sitting in class. (Cheryl Poole, Office of Professional Preparation Services, Michigan Department of Education)

**Q: In what category are professional development hours taken for North Central Accreditation (NCA) reported?**

**A:** Report NCA professional development hours in Category No. 1: Sustained, work-embedded, focused on teacher growth, directly related to student achievement. (Office of Professional Preparation Services, Michigan Department of Education)

**Q: Do hours of professional development need to be reported for long-term substitute employees?**

**A:** No. According to Michigan Compiled Laws (MCL), schools/districts do not need to report the number of hours of professional development for long-term substitute teachers. The reporting of Field 24: Hours of Professional Development in the REP Application is considered optional for these employees. However, it is the recommendation of the Michigan Department of Education (MDE) that schools/districts include long-term substitute teachers in their learning community and provide them with the same opportunities for professional learning as regular staff members.

**Q: May teachers count the five days of teacher professional development that the schools must provide each year toward their hours of professional development?**

**A:** Yes, the teachers may count these days toward their yearly requirement of hours of professional development.

**Q: How many hours of professional development are required, per year, for professional staff members with less than three years of experience? How many are required, per year, for professional staff members with more than three years of experience?**

- A:** For employees with less than three years of experience, the Michigan Compiled Laws (MCL Section 1527) requires that they have five days of professional development annually. In addition to the five days, they are also required (MCL Section 1526) to have 15 days of professional development across the three-year period. It is the decision of the school/district to decide how to distribute the 15 days. They may front-load a large number of days in the first year or they may choose to distribute them evenly between the three years. However, it is ultimately their decision.

For employees with more than three years of experience, the Michigan Compiled Laws (MCL Section 1527) requires that they have five days of professional development annually.

- Q: When determining the number of days for professional development days, what constitutes a day?**

- A:** For the purpose of implementing Section 1526 and Section 1527 of the MCL, a "day" of professional development/learning is determined by the district definition of a "contract day." For example, if a "day" is defined as 6.5 hours, then three days would be 19.5 hours. Also, a "day" of professional development/learning might be acquired in hourly increments that equal a "day."

## **Field 25: Employment Status**

- Q: Is it necessary to terminate employees in the REP?**

- A:** Yes. Any staff member who terminates or retires from a district must be reported in the REP by submitting the reason for termination in Field 25: Employment Status, codes "00" through "19", (code "00" may only be used for vacant funded positions) and the date of termination in Field 26: Date of Termination of Employment. In addition to these two fields, all other fields appropriate for the assignment code submitted in Field 10: School Assignment Data must be reported. The submission would be based upon the last position held by employee.

Employees who retired in previous school years and still appear on the REP Personnel Submitted Report must be terminated. These terminations can be submitted through the Single Submission Online Application.

All personnel records submitted with a termination date will be removed from your Personnel Submitted Report at the end of each submission cycle.

- Q: If a staff member has been terminated and a new employee hired, does the district report both employees?**

- A:** The district reports both employees. The terminated employee should only be reported for one collection. All terminations are reported in the cycle in which the termination occurs.

- Q: If a staff member has terminated, what is reported in the REP?**

- A:** When a staff member is terminated, report all fields as required for the assignment code of the employee. In addition, report the reason for termination in Field 25 and the termination date in Field 26: Date of Termination of Employment.

- Q: How are new teachers coded?**

- A:** For new teachers in their first three years of teaching (new to profession), use code "98". If the teacher is new to the profession of teaching, but has been employed by the district for more than three years, use code "97" for his/her first three years of teaching.

- Q: When are retirees and terminated employees reported in the REP?**

- A:** Report all retirees and terminated employees in the submission cycle in which the retirement/termination occurs.
- Q:** **When should code "97" or "98" be used in Field 25 for new teachers?**
- A:** **Code "97"** should be used for teachers who are new to the profession of teaching (first three years), but are not new to a district. For example, a district may have employed an individual as a teacher's aide while he/she attended college to become a teacher. After the individual becomes a certified teacher, the district may hire the individual for a teaching position. Thus, the teacher is new to the profession of teaching, but not new to the district.  
**Code "98"** should be used for teachers who are new to the profession of teaching (first three years).
- Q:** **Should code "97" or "98" (New Teacher) be used for all new employees?**
- A:** No. Code "97" or "98" may only be used for teachers in their first three years of employment as teachers. When reporting all other new employees, use code "99" [returning employee, new (noninstructional) employee, new experienced teacher, substitute, or contractor].
- Q:** **If a teacher is laid off as of the last day of a school year, should the district report the teacher as terminated?**
- A:** If the teacher is laid off and will definitely not return for the next school year, report the teacher as laid off (Field 25, code "12"). If the layoff is not definite, but the teacher does not return in the fall, the termination may be reported during the next submission cycle.

## **Field 26: Date of Termination of Employment**

- Q:** **When a termination date is reported for a staff member, what other fields are required?**
- A:** When a staff member is terminated, report all fields as required for the assignment code of the employee. In addition, report the reason for termination in Field 25: Employment Status and the termination date in Field 26: Date of Termination of Employment.

## **Field 27: Personnel Identification Code (PIC)**

- Q:** **What is the PIC?**
- A:** PIC, or Personnel Identification Code, is a state-issued code for each employee reported in the REP. The PIC is comparable to the Unique Identification Code (UIC) in the Single Record Student Database (SRSD).
- Q:** **How and when will the PICs be delivered to the districts?**
- A:** The PIC numbers are assigned as the records are submitted to the REP Application. A list of all the PICs for a district may be obtained by printing a copy of the REP Employee Listing by District through the REP Single Submission Online Application on the CEPI Web site.
- Q:** **What steps should a district take when an error message is received indicating "A PIC was found based on the submitted SSN but the submitted date of birth does not match the date of birth of the record in the REP database"?**
- A:** Log in to the REP Application. On the main menu of the REP, click on the Online Single Submission Form. Enter the employee's Social Security number in the "Professional Personnel Box" (regardless of the position s/he holds) and click on "Go". All the personal information for the individual (name, Social Security number, date of birth, gender, etc.) will appear on the submission screen.

Correct the date of birth and enter all remaining fields required for the assignment code of the employee. Click on the save bar ("Submit REP Data for this Employee") at the bottom of the submission screen. The date-of-birth correction will then be saved in the REP database and the record will be updated for the current submission.

## **Field 28: Annual Salary**

**Q: Can annual salary be reported for all assignment codes "000AX" through "99900"?**

**A:** Districts may report the annual salary for any employee reported in the REP regardless of the assignment code.

**Q: If a change occurs in the salary after the fall submission, is the change reported in the EOY submission?**

**A:** Report any change in the salary that occurs after the fall submission of the REP.

## **Field 29: Michigan Sponsoring Institution**

## **Field 30: Non-Michigan Sponsoring Institution**

**Q: For new teachers in their first three years in the profession of teaching, which credential is to be reported in the REP - the initial (first) teaching certificate or the current certificate?**

**A:** Districts are to report the institution that recommended the teacher for his/her initial teaching certificate for teachers in their first three years of employment in the profession of teaching. (Assignment codes "000AX" through "00599").

**Q: What should be reported for a new teacher working on an Annual Authorization?**

**A:** For an individual who holds an Annual Authorization and is in his/her first three years of teaching, report the institution where the individual is completing his/her vocational education program (Field 29).